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## **APPENDIX**

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**SPILL PREVENTION, CONTROL, AND COUNTERMEASURES  
BEST MANAGEMENT PLAN**

**N O A A**

**NATIONAL WEATHER SERVICE  
Las Vegas Weather Forecast Office  
7851 Industrial Road  
Las Vegas, Nevada**

Designated Person Responsible for Spill Prevention (DRO):

Printed Name: Kim Runk, MIC

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: (702) 263-9746

The Regional Environmental Compliance Officer (RECO) has reviewed the facility and determined that an SPCC Plan is not required per 40 CFR 112. This Plan is developed strictly as a Best Management Plan. The determination is based on :

  X   The facility does not exceed capacity.

       The facility meets capacity requirements but, a discharge will not reach navigable waterways.

RECO Printed Name: Thanh Minh Trinh, P. E.  
Phone: (206) 526-6647

RECO Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **PART I - GENERAL INFORMATION**

### **A. GENERAL**

This section of the Best Management Practices plan provides general information about the facility.

- 1. Name:**  
National Weather Service , Weather Forecast Office
- 2. Date of Initial Operation:** January 1996 (Above Ground Fuel Tank)
- 3. Location:**  
National Weather Service Forecast Office  
Street: 7851 Industrial Road  
City: Las Vegas  
State/Zip Code: Nevada  
Latitude: 36° -02'-48" North  
Longitude: 115°-11'-04" West  
Elevation: 2286 Ft. MSL
- 4. Name and phone number of Owner (POC)**  
  
National Weather Service  
Western Region  
125 South State Street  
Salt Lake City, Utah 84138-1102  
Phone: (801) 524-5138 Ext 223
- 5. Facility Contacts (Environmental coordinator, Area Safety representative, Alternate, Focal Point, First responder)**

|    | <u><b>Name</b></u> | <u><b>Title/EC Role</b></u> | <u><b>Telephone umber</b></u> |
|----|--------------------|-----------------------------|-------------------------------|
| 1. | Lyn-Ayn Muehring   | Envir. Coord.               | 702-263-9746                  |
| 2. | Kim Runk           | MIC                         | 702-263-9746                  |

### **B. SITE DESCRIPTION AND OPERATIONS**

- 1.** The facility is located in Clark County, Nevada , and is within the city limits of Las Vegas. The Aboveground Storage Tank (AST) is used to store diesel fuel for a generator used for emergency backup power to the WFO. This Facility has a 1000 gallon vault-type tank manufactured by the JoaQuin Mfg. Corp. and a 27-gallon day tank attached to the generator.
- 2.** Fuel usage for this WFO site is estimated at 50 gallons per month based on fuel records for a 6-month period. The generator is tested weekly. Fuel consumption may increase based on the frequency and duration of any power outages. Fuel tank and fuel system is inspected, for leaks on a weekly basis. (APPENDIX B)

3. In addition to the diesel fuel used for the emergency power generator, this facility also stores chemicals ( e.g., oils, paint, solvents, antifreeze, cleaning compounds and pesticides) for the operation, maintenance and testing of station facilities and equipment. These are stored/used in the following location(s):

**Location : (Example: Flammable locker next to the coffee mess)**

- a. Unused oil in original containers — Stored in Generator Building
- b. Paint in spray cans — Stored in Flammables Locker located in the ET Shop
- c. Station Cleaning Supplies — Stored in the Janitor's Closet
- d. Lubricants in spray cans — Stored in Flammables Locker located in ET Shop
- e. Pesticides —
- f. New Batteries — Stored in the station Storage Room in original containers
- g. New Fluorescent Light tubes — Stored in original containers in the station Storage Room.

4. Permits Required (Copies Attached in Appendix H)

- 1. Clark County "Air Quality Permit", Source A15094 — Permit was issued by Clark County on 12/16/02. All application and review fees were paid. No annual fee required. All correspondence, from the County, will be sent directly to the WFO.
- 2. State of Nevada "Hazardous Materials Storage Permit" — Permit was issued by the Nevada State Fire Marshall. Permit # 03-97-0440-X. Annual renewal required. No annual renewal fees required. Permits are sent to Western Region HQ.

## Part II - OPERATIONAL PROCEDURES FOR SPILL PREVENTION

- A. Tank Refueling Operations.** This section discusses the procedures that shall be used during unloading of fuel from the tank truck into the AST to prevent spills. This procedure shall be documented every time refueling occurs using the form found in Appendix A. Copies of this form shall be kept for 3 years.

1. The following procedure shall be used **before** fuel unloading: (APPENDIX A)
  - a. The Facility Manager or his designated representative should determine the available capacity (ullage) of the AST by converting the reading on the fuel gauge to gallons (See Appendix A). This ullage is communicated to the fuel supply contractor and marked in the fueling log.
  - b. Move spill containment equipment such as booms, spill barriers or spill kits into the unloading area.
  - c. Block the tank truck wheels.
  - d. Place drip pans under all pump hose fittings (if applicable) before unloading.
  - e. The Facility Manager or his designated representative and the delivery driver ensure the fill nozzle is placed in the appropriate AST appurtenance.
2. The following procedure shall be used **during** the fuel unloading period: (APPENDIX A)
  - a.. The Facility Manager or his designated representative and the delivery driver shall remain with or near the vehicle and the fuel tanks at all times during unloading. Gauges on the AST and the truck, as well as the fueling nozzle, shall be continuously monitored to ensure the ullage is not exceeded. If the audible high-level alarm sounds, stop the unloading of fuel as soon as possible.
3. The following procedure shall be used **after** fuel unloading is completed: (APPENDIX A)
  - a. Record the amount of fuel transferred to the AST in the log (Appendix A).
  - b. Drain the fill hose and then ensure that all drain valves are closed (if applicable) before removal of the hose from the tank
  - c. Pour any uncontaminated fuel in the drip pans, tank truck containment pool, or spill pipe spill bucket container into the AST (if it has the capacity) or dispose of appropriately.
  - d. Inspect the tank truck before removing the blocks to ensure the lines have been disconnected from the tank.
  - e. Remove the blocks from truck wheels.
  - f. Place a copy of the fuel-unloading checklist in the SPCC BMP.

## **PART III - SPILL COUNTERMEASURES AND REPORTING**

### **A. SPILL COUNTERMEASURES**

This section presents countermeasures to contain, clean up, and mitigate the effects of any oil spills at this site.

A spill containment and cleanup activity will never take precedence over the safety of personnel. No countermeasures will be undertaken until conditions are safe for workers. The **SWIMS** procedure should be implemented as countermeasures:

- S-** Stop the leak and eliminate ignition sources.
  - a. Attempt to seal or some how stop leak if it can be done safely.
  - b. Attempt to divert flow away from any drainage ditch, storm sewer or sanitary sewer with a spill barrier or the contents of spill kit. The spill kit is located in the Generator Building..
  - c. Eliminate all ignition sources in the immediate area.
- W-** Warn others.
  - a. Yell out “SPILL”. Inform the person in-charge at your facility.
  - b. Account for all personnel and ensure their safety.
  - c. Notify contacts and emergency response contractor as described in the following section for assistance in control and cleanup.
- I-** Isolate the area.
  - a. Rope off the area
- M-** Minimize your exposure to the spilled material by use of appropriate clothing and protective equipment.
- S-** Standby to assist the emergency response contractor.

**B. SPILL REPORTING (APPENDIX C):**

**1. General Notification Procedures For All Spills:**

Within 24 hours, the responsible person or designee ( on this plan title page or in Part 1, A.5.) is directly charged with reporting **all** oil spills that result from facility operations as follows:

- a. In the event of an emergency (e.g., fire, or injury), call **911**.
- b. Notify the appropriate persons within your WFO, Regional Office and line office:

**National Weather Service:**

**Mike Jacob, NWS Environmental Compliance Officer (NWSH)**

**Phone number: (301) 713-1838 Ext. 165, [Jmichael.Jacob@NOAA.GOV](mailto:Jmichael.Jacob@NOAA.GOV)**

**Olga Kebis, NWS Safety Officer (NWSH)**

**Phone number: (301) 713-1838 Ext. 173, [Olga.Kebis@NOAA.GOV](mailto:Olga.Kebis@NOAA.GOV)**

**Robert Kinsinger, Regional EC Coordinator in Western Region  
Headquarters**

**Phone number: (801) 524-5138 Ext. 223 Email: [robert.kinsinger@noaa.gov](mailto:robert.kinsinger@noaa.gov)**

- c. **NOAA Environmental Compliance and Safety Office Program:** E-mail or call your RECO.

**WASC [Thanh.M.Trinh@NOAA.GOV](mailto:Thanh.M.Trinh@NOAA.GOV) Phone: (206) 526-6647**

- d. **LECO – Local Emergency Plan Commission (702) 486-2850**  
**(555 East Washington, Las Vegas, NV 89101)**

**Alternate LECO — Las Vegas Public Works Dept. (702) 486-5115**

**Note: LECO & RECO must determine if Federal or State notification is required and follow up accordingly. (The State of Nevada requires notification when a release of petroleum products exceeds 25-gallons. Call (800) 922-0900, Ext 4670 or (775) 687-4670)**

## 2. Cleanup Contractor Notification

An emergency response contractor should also be notified to assist with the clean up if necessary. **NWS/WFO Las Vegas** has identified and contacted the following contractors that are available for an emergency response:

| <u>Contractor(s)</u>                           | <u>Phone Number</u> |
|--|---------------------|
| Allstate - Nevada Environmental Management Inc | (702) 362-6424      |
| Doehrman Company, Inc                          | (702) 382-8828      |
| Petroleum Systems & Maintenance, Inc.          | (702) 649-9393      |
| Ev-Con Recycling                               | (702) 644-1167      |

## 3. Spill Report

Complete a spill report using the format provided in APPENDIX C. Send this to Your RECO with a copy to the Western Region EC.

## C. Training

The Environmental/Safety Focal Point and an alternate should be trained in 1) the refueling procedure, 2) countermeasures, and 3) spill reporting. The alternate should be designated in case the primary person is off site at the time of a spill.

(See APPENDIX D for Training Outline and Training Record form)

## D. Personal Protective Equipment (PPE)

- PPE information is specified in the **MSDS**
- Eye protection is accomplished by the use of **Chemical Goggles**
- Hand protection is accomplished by the use of **Nitril Gloves**
- Other clothing & equipment - if contaminated, must be removed and laundered before reuse. Items which cannot be laundered should be discarded.



## **APPENDIX A**

### **TANK ULLAGE/FUELING LOG AND FUEL UNLOADING PROCEDURES CHECKLIST**

**APPENDIX A-1**  
**TANK ULLAGE AND FUELING LOG**

Station Name: \_\_\_\_\_

Tank Capacity: \_\_\_\_\_ gallons

| <b>Date</b> | <b>Initials</b> | <b>Gauge Reading</b> | <b>Initial<br/>Volume of<br/>Fuel in Tank <sup>a</sup><br/>(Gallons)</b> | <b>Available Capacity<br/>or Ullage <sup>b</sup><br/>(Gallons)</b> | <b>Quantity<br/>Added<br/>(Gallons)</b> | <b>Comments</b> |
|-------------|-----------------|----------------------|--|--|---|-----------------|
|             |                 |                      |  |  |   |                 |
|             |                 |                      |  |  |   |                 |
|             |                 |                      |  |  |   |                 |

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Notes:

- a. From gage reading
- b. Available capacity = tank capacity - initial volume of fuel in tank

**APPENDIX A-2**  
**FUEL UNLOADING PROCEDURE CHECKLIST**

**Date:** \_\_\_\_\_ **Tank:** \_\_\_\_\_

**NWS Representative:** \_\_\_\_\_ **Supplier:** \_\_\_\_\_

|   |  |   |                 |
|---|--|---|-----------------|
| √ | <b>ITEM</b>  | <b>DESCRIPTION</b>  | <b>COMMENTS</b> |
|   | <b>The following six items must be completed <u>prior</u> to fuel unloading:</b> |   |                 |
|   | 1  | Move spill containment equipment, such as booms or spill barriers, into the unloading area.   |                 |
|   | 2  | Ensure the audible high-level alarm system and automatic shutoff valve are functioning properly (if applicable).  |                 |
|   | 3  | Determine the available capacity (ullage) of the tank by converting the reading on the fuel gauge to gallons (see Appendix A-1). The ullage should then be marked in the fueling log and communicated to the tank truck unloading contractor. |                 |

|  |    |  |  |
|--|----|--|--|
|  | 4  | Block the wheels of the tank truck.  |  |
|  | 5  | Place drip pans under all pump hose fittings (if applicable) after the hose is hooked up to the tank and before unloading.   |  |
|  | 6  | Ensure the fill nozzle is placed in the appropriate tank appurtenance.   |  |
| <b>During unloading</b>                  |    |  |  |
|  | 7  | Ensure that the NWS representative and the tank truck operator remain with the vehicle at all times during unloading.  |  |
|  | 8  | Monitor the gauges on the tank and the truck continuously to ensure the ullage is not exceeded.  |  |
| <b>After fuel unloading is completed</b> |    |  |  |
|  | 9  | Record the amount of fuel unloaded in the log (Appendix A-1).  |  |
|  | 10 | Before removing the fill hose from the tank, ensure that it is drained and that all drain valves are closed (if applicable).   |  |
|  | 11 | Any fuel accumulated in the drip pans or spill container on the fill pipe should be poured into the tank (if it has the capacity) or disposed of appropriately (describe how it was disposed of, if applicable). |  |
|  | 12 | Inspect the tank truck before removing the blocks to ensure the lines have been disconnected from the tank.  |  |
|  | 13 | Remove the blocks from the tank truck wheels.  |  |
|  | 14 | Place a copy of this fuel unloading procedure checklist in the Best Management Plan.   |  |

## APPENDIX B

### TANK INSPECTION CHECKLIST

| MONTHLY INSPECTION CHECKLIST  |     |                   |            |
|---|-----|-------------------|------------|
| Date of Inspection:   |     | Tank Name or No.: |            |
| Date of Last Inspection:  |     | Inspected by:     | Signature: |
| A. TANKS  | YES | NO                | NOTES      |
| 1. Are tanks marked properly?   |     |                   |            |
| 2. Is area atop and around tank and within berm free of combustible materials and debris? stains?   |     |                   |            |
| 3. Is there any oil on the ground, concrete, or asphalt around the tank?  |     |                   |            |
| 4. Are there any visible cracks or indications of corrosion on the tank, at fittings, joints, or seals (such as paint peeling or rust spots)? |     |                   |            |
| 5. Are there any raised spots, dents, or cracks on the tank?  |     |                   |            |
| 6. Does it appear that the foundation has shifted or settled?   |     |                   |            |

|  |  |  |  |
|--|--|--|--|
| 7. Is the fuel gauge working properly?   |  |  |  |
| 8. Are all vents clear so they may properly operate?   |  |  |  |
| 9. If rainwater is present within containment, does capacity remain for spill control, if applicable?    |  |  |  |
| <b>B. PIPING</b>   |  |  |  |
| 1. Is there any oil on the outside of or under any aboveground piping, hoses, fittings, or valves?       |  |  |  |
| 2. Are aboveground piping hoses, fittings, or valves in good working condition?                          |  |  |  |
| <b>C. SECURITY/SAFETY/SPILL COUNTERMEASURES</b>  |  |  |  |
| 1. Are lights working properly to detect a spill at night?   |  |  |  |
| 2. Are all locks in the "lock" position?   |  |  |  |
| 3. Are all warning signs properly posted and readable?   |  |  |  |
| 4. Are vehicle guard posts in place and properly secured (if applicable)?                                |  |  |  |
| 5. Are spill kits easily accessible, protected from the weather, complete, and replenished if necessary? |  |  |  |
| <b>Corrective Actions Required:</b>  |  |  |  |

| ANNUAL INSPECTION CHECKLIST (Page 1 of 1)             |                          |           |              |
|---|--------------------------|-----------|--------------|
| <b>Date of Inspection:</b>                            | <b>Tank Name or No.:</b> |           |              |
| <b>Date of Last Inspection:</b>                       | <b>Inspected by:</b>     |           |              |
|   | <b>Signature:</b>        |           |              |
| <b>A. MONTHLY CHECKLIST</b>                           | <b>YES</b>               | <b>NO</b> | <b>NOTES</b> |
| 1. Have monthly inspection checklists been completed? |                          |           |              |
| <b>B. TANKS</b>                                       |                          |           |              |

|                                     |  |  |  |  |
|-------------------------------------|--|--|--|--|
| 1.                                  | Are all alarms and automatic shutoff devices working properly? |  |  |  |
| 2.                                  | Is interstitial monitor functioning properly (if applicable)?  |  |  |  |
| <b>C.</b>                           | <b>OTHER</b>   |  |  |  |
| 1.                                  |  |  |  |  |
| <b>Corrective Actions Required:</b> |  |  |  |  |

# APPENDIX C

## SPILL REPORTING

### APPENDIX C

#### SPILL REPORTING

|   |   |                        |
|---|---|------------------------|
| <b>1. GENERAL</b>   |   |                        |
| Name of Facility:   | Address:  |                        |
| Completed By:   | Organization:   |                        |
| Position:   | Phone:  |                        |
| <b>2. SPILL INFORMATION</b>   |   |                        |
| Date:   | Time:   |                        |
| Location at Facility:   | Quantity:   |                        |
| Substance Spilled:  | Other:  |                        |
| <b>3. OUTSIDE NOTIFICATIONS: ( Insert telephone numbers)</b>                          |   |                        |
| <b>Agencies</b>   | <b>Record the external regulatory agency representative name when making the calls.</b> | <b>Date &amp; Time</b> |
| Call <b>9-1-1</b> (or the local emergency agency), if there is an immediate emergency |   |                        |
| Regional Management (see Part III Section B subparagraph 1.b)                         |   |                        |
| Line Office Environmental Compliance Officer (see Part III Section B subparagraph 1b) |   |                        |
| <b>NOAA, RECO</b> (see Part III Section B subparagraph 1.c)                           |   |                        |
| EPA National Response Center<br>or U.S. Coast Guard : (800) 424-8802                  |   |                        |
| State of Nevada Department of Environmental Protection. (775) 687-4670                |   |                        |



|  |  |  |
|--|--|--|
| LECO — Local Emergency Plan Commission<br>(702) 486-2850 |  |  |
| <b>4. INFORMATION ON SOURCE AND CAUSE</b>                |  |  |
|  |  |  |
| <b>5. DESCRIPTION OF ENVIRONMENTAL DAMAGE</b>            |  |  |
|  |  |  |
| <b>6. CLEANUP ACTION(S) TAKEN</b>                        |  |  |
|  |  |  |
| <b>7. CORRECTIVE ACTION(S) TO PREVENT FUTURE SPILLS</b>  |  |  |
|  |  |  |

Note: All information must be filled in. If something is unknown, write “unknown”.  
Copies must be sent, preferably by e-mail, to the NWS/NOAA personnel listed above.

## APPENDIX D

# **TRAINING OUTLINE & TRAINING RECORD**

## **APPENDIX D-1**

### **OUTLINE FOR SPILL PREVENTION, CONTROL, AND COUNTERMEASURE TRAINING**

Training will be provided for facility personnel at the following times:

1. System startup or whenever new equipment is installed
2. Within the first week of employment for new personnel
3. Annually

The training will include complete instruction in the elements of the facility's Spill Prevention, Control, and Countermeasure plan and will include the following:

1. Pollution control laws, rules, and regulations including a summary of Title 40 of the Code of Federal Regulations Part 112 "Oil Pollution Prevention" (see Attachment)
2. Fuel Storage System
  - A. Purpose and application of the following system elements:
    1. Tanks
    2. Piping
    3. Pumps
    4. Accessory equipment
    5. Electronic monitors

- B. Operation, maintenance, and inspection of system elements
- 3. Spill Prevention
  - A. Potential spill sources
  - B. Spill flow direction and impact on navigable waters
  - C. Procedures to prevent spills, especially during fuel unloading
- 4. Spill Control
  - A. Secondary containment
  - B. Safety valves
  - C. Pump and equipment shutoff switches
  - D. Use of catch basin inlet covers or other diversionary devices
- 5. Spill Countermeasures
  - A. Location and use of emergency phone numbers
  - B. Location and use of fire extinguishers
  - C. Location and use of spill cleanup kit
  - D. Stopping the leak

## APPENDIX D-2

### TRAINING REPORT FORM

| DATE OF<br>TRAINING | EMPLOYEE<br>TRAINED | TRAINER | REMARKS |
|---------------------|---------------------|---------|---------|
|                     |                     |         |         |
|                     |                     |         |         |
|                     |                     |         |         |
|                     |                     |         |         |
|                     |                     |         |         |

| <b>DATE OF<br/>TRAINING</b> | <b>EMPLOYEE<br/>TRAINED</b> | <b>TRAINER</b> | <b>REMARKS</b> |
|-----------------------------|-----------------------------|----------------|----------------|
|                             |                             |                |                |
|                             |                             |                |                |
|                             |                             |                |                |
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|                             |                             |                |                |
|                             |                             |                |                |
|                             |                             |                |                |
|                             |                             |                |                |

**APPENDIX E**

**MATERIALS SAFETY DATA SHEET ATTACHMENT**

**APPENDIX F**

**SPILL CLEANUP KIT INFORMATION ATTACHMENT**

**APPENDIX G**

**FUEL TANK DATA AND INFORMATION**

## **APPENDIX H**

### **PERMITS**



**APPENDIX I**

**PHOTOGRAPHS OF FACILITY TANKS AND PIPING**

**APPENDIX J (MAPS & DRAWINGS)**

**FIGURE 1: .....Site Location Map**

**FIGURE 2: .....Topographic Map & Site Layout**

**FIGURE 3: ..... Site Piping Diagram**